Linking NC COVID to CCTO

Single Entry of Contacts Using NC COVID

Case investigators can now enter contacts in NC COVID as part of their normal process, and **these contacts will flow directly and automatically to CCTO without the need for repeat data entry.**
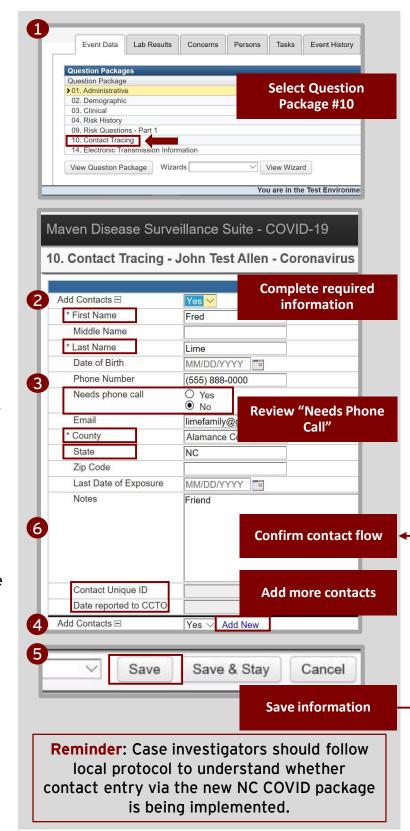
LHDs can implement the automatic flow of data from NC COVID to CCTO by having their case investigators enter contact data in a new question package. ***This can begin right after the normal NC COVID Wizard process:***

1. After you have completed the other question packages using the NC COVID Wizard, select **Question Package #10: Contact Tracing.**
2. **Complete as much information as possible** about the contact, with a special focus on the required fields for transfer to CCTO:
    *   **First and Last Name**
    *   **State**
    *   **County** (This will be used to assign contact to a county Owner Team when they are created in CCTO)

    Contacts missing any of these fields will not transfer. Contacts *with* data in these fields will transfer with unique numerical identifiers that will also appear in CCTO.
3. Notice that you can select an option for "**Needs Phone Call**" if your LHD workflow permits, and this information will also flow directly into CCTO. Check with your local guidance to see whether and how this toggle is being used and whether you are responsible for turning it on.
4. To add more contacts, **click "Add New" and repeat this process.**
5. Click "**Save.**" The contacts you save with the required fields completed will become new contacts in CCTO, with all fields transferring directly and automatically.
6. If you have provided all required information, the NC COVID fields for **"Contact Unique ID"** and **"Date Reported to CCTO"** will update to confirm that your contact has been delivered.

❶	**Select Question Package #10**
❷	**Complete required information**
❸	**Review "Needs Phone Call"**
❹	**Add more contacts**
❺	**Save information**
❻	**Confirm contact flow**

❶

Event Data	Lab Results	Concerns	Persons	Tasks	Event History

Question Packages
Question Package
▶ 01. Administrative
02. Demographic
03. Clinical
04. Risk History
09. Risk Questions - Part 1
10. Contact Tracing
14. Electronic Transmission Information

View Question Package   Wizards [   ]   View Wizard

You are in the Test Environme...

Select Question Package #10

Maven Disease Surveillance Suite - COVID-19

10. Contact Tracing - John Test Allen - Coronavirus

❷ Add Contacts ⊟   Yes ▾

Complete required information

* First Name	Fred
Middle Name	
* Last Name	Lime
Date of Birth	MM/DD/YYYY
Phone Number	(555) 888-0000
❸ Needs phone call	○ Yes ● No
Email	limefamily@...
* County	Alamance Co...
State	NC
Zip Code	
Last Date of Exposure	MM/DD/YYYY
Notes	Friend

Review "Needs Phone Call"

❻

Confirm contact flow

Contact Unique ID	
Date reported to CCTO	

Add more contacts

❹ Add Contacts ⊟   Yes ▾   Add New

❺   [▾]   Save   Save & Stay   Cancel

Save information

Reminder: Case investigators should follow local protocol to understand whether contact entry via the new NC COVID package is being implemented.

When a new contact flows from NC COVID into CCTO, **this contact will be automatically assigned to a Owner Team by county and not to a tracer.** Staff who identify and assign new contacts to contact tracers within **CCTO must follow the process on the next page** to identify and assign these contacts.

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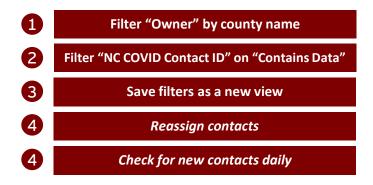# Identifying New Contacts from NC COVID

As a contact tracer or team lead, if your LHD has adopted contact data entry into NC COVID, it is critical to note the following:
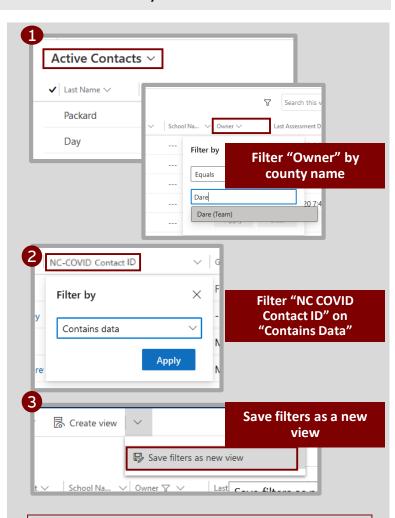
- Contacts who flow into CCTO through the single-entry process in NC COVID will be assigned to an _Owner Team of their county_ and not to an individual user. **These contacts will not be reviewed for duplication or pre-existing monitoring events.**
- In order to see these contacts, someone in your county must be assigned to monitor a view showing contacts **owned by your county's Owner Team** rather than by an individual tracer.

To locate contacts who have flowed into CCTO directly from NC COVID:

1. You can locate your county's active contacts by selecting the view for "**Active Contacts**" and filtering the "**Owner**" column on your county name.
2. To see specifically **which of these contacts have flowed from NC COVID**, filter the column **"NC COVID Contact ID"** on "Contains Data." **"NC COVID Contact ID"** is the unique identifier generated by NC COVID _(separate from a C#)_ that marks these contacts.
3. To access this view quickly in the future, you can then choose "**Save Filters as New View**" from the top right of the screen and name your view appropriately.
4. You can **then proceed as normal with the reassignment process** per your local guidance. _Note that contacts may enter CCTO with an option selected for "Needs Phone Call." Based on your local protocol at the time you receive this contact, this may or may not affect your workflow._
5. Continue to **check this view for new contacts daily,** as new contacts are pushed from NC COVID to CCTO every four hours.

① Filter "Owner" by county name

② Filter "NC COVID Contact ID" on "Contains Data"

③ Save filters as a new view

④ _Reassign contacts_

④ _Check for new contacts daily_

Please note that out-of-state contacts entered in NC COVID will flow to a special location to be monitored by the MMN Team.

①

Active Contacts ⌄

✓ | Last Name ⌄

Packard

Day

School Na... | Owner ⌄ | Last Assessment D

Filter by

Equals

Dare

Dare (Team)

Filter "Owner" by county name

② NC-COVID Contact ID ⌄

Filter by ✕

Contains data ⌄

Apply

Filter "NC COVID Contact ID" on "Contains Data"

③ Create view ⌄

Save filters as new view

School Na... ⌄ | Owner ⵜ ⌄ | Last

Save filters as a new view

NOTE:
"NC COVID Contact ID" _(locked field for unique identifier generated by NC COVID to mark these contacts)_ can be viewed on contact profiles under "For Public Health Use Only."

For Public Health Use Only

Contact or Case Patient — **Contact**

NC-COVID Event ID of Case (Use the number portion of ...

🔒 NC COVID Contact ID — COVID_105095850-2